	ROUTING	G AND	RECOR	DD/A Registry  D SHEET
SUBJECT: (Optional)				
				<b>,</b>
FROM: Allen R. Elkins Director of Finance			EXTENSION	DATE STA
1212 Key Building TO: (Officer designation, room number, and	DATE			18 October 1984
building)	RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. EO/DDA	22 00	T 1984 1815	EN	·
EO/DDA  2. De/cm's  C/cms	11,	4	EL	
3.				
A/DDA				
<b>4</b> .				
5.				
DDA	-			ST/
<b>6</b> .				Several Finance careerists have asked me why the DDA doesn't get
<b>7</b> .				back into the CT Program. I have told them that the DDA is back in
8.				the CT Program and training is beir revised to give all the Directorate a share of the CT graduates. The
9.				employees asked whether it wouldn't be a good idea for the DDA to put out an internal notice such as the
10.				attached notice put out by the DDS&T so that all DDA careerists would be better informed. From my perspective. I believe it would be
11.			,	perspective, I believe it would be a good idea but I defer to your judgment.
12.				STA <sup>-</sup>
13				Allen R. Elkins
14.				
15.				

610 USE PREVIOUS EDITIONS

FORM I-79

GPO: 1983 0 - 411-632





DD/A Registry

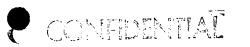
## THE CAREER TRAINING PROGRAM

At the behest of the Agency's Executive Committee, the Career Training Program has been restructured to meet the needs of all directorates in the Agency. Career trainee classes of the future will have larger numbers of individuals headed for the DI, DS&T, and DA than has been the case in the past. These people will be largely generalists capable of filling a very special role in their directorates.

•	
The enhanced program stresses the one-Agency concept, reinforced by long periods of common training among career trainees bound for different directorates. All career trainees will receive familiarization instruction in the specialty of each of the directorates and in-depth training in the work of the directorate to which they will be assigned.	25X1 25X1
The DDS&T has made a commitment to support this new program with increasing numbers of career trainees. We estimate that we will need to recruit and train the following numbers of CTs for the DS&T.	n
FY 1985 FY 1986 FY 1987	25 <b>X</b> 1
During the first phase of the Career Trainee Development Course, the focus is on the Central Intelligence Agencyits special charter to provide policymakers with information crucial to the security and well-being of the United States and how it is organized to accomplish this mission.	ı
All new career trainees will take the Training Course as an exercise in building self-confidence for crisis situations, fostering class esprit, and providing the	25X1
institution a further opportunity for evaluating CT talent and potential. This course is not overly rigorous and should present no problem to anyone who has passed the Agency's entrance-on-duty physical examination. It provides among other things a basic military orientation to the career trainees, most of whom have not had prior military service. Initially,	
DS&T career trainees will take a three-week Training Familiarization Course; from January 1986 onward, all	25X1
career trainees will take the full ten-week  Training Course However, DS&T will review the effectiveness of this program for its personnel after the	25X1 25X1
January 86 class completion. Additionally, all DS&T CTs will be given	25X1 25X1

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All DS&T CTs will take a four-week Directorate course designed to convey a sense of technical issues and increase awareness of the Directorate's tasks and responsibilities. The program will cover such subjects as program planning and management, technology overview, intelligence systems overview, contract management, principles of analysis, orientation to the U.S. military and the private sector, etc.

In a further effort to increase career trainee understanding of the Agency as a whole, all CTs will take interim assignments in directorates other than the one to which they will be assigned.

Typical training programs for both DO and DS&T career trainees look like this:

25X1

The revisions to the career trainee program will be implemented incrementally beginning with the October 1984 class. By January 1986, the completed program will be in place.

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